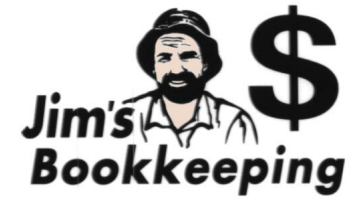




Helping you **DRIVE** your Business

We suggest you treat  
your business with at  
least the same care that  
you give to your car.

# Step #1



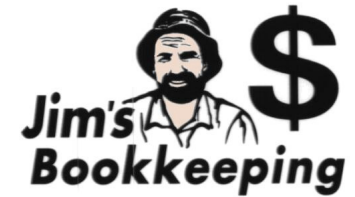
## **Registration and License**

We can help you get your own ABN (Australian Business Number) and make sure you are registered for the GST and PAYG using methods that are appropriate to your type of business.

We can recommend which computer accounting program is most suitable for your business and in some cases will recommend that you not use a computer at all but have someone else do this for you.

If you need assistance in learning how to use computer programs such as the Internet and emails or Spreadsheets and Electronic Banking we can teach you so that you will be comfortable in entering your own information.

# Step #2



## Business Roadworthy

We have come up with a checklist of the things that need to be done before you start your business. ABN and GST registration is just the start, you will need to setup your banking, credit cards, petty cash, GST codes, Chart of Accounts, business documents, and regular procedures such as bank reconciliations and BAS. For those already in business we can review your existing procedures and suggest areas that can free up more of your time.

**Business Roadworthy** www.jims.net

Jim's Bookkeeping  
04501

Jim's Bookkeeping has helped many businesses set up and manage their accounts. Jim's Bookkeepers help you get your information together for your BAS and end-of-year reports into the required format to send to your accountant. You will spend less time on your paperwork and can clearly monitor how your business is going each month.

Within the first three months, the following checklist is completed by your Jim's bookkeeper. When completed, you will be issued with the completed Business Roadworthy Certificate that itemises all of the procedures, approvals and records that have been set up for your business. This process assists you and your Jim's Bookkeeper in setting a foundation for your ongoing business training. Your Jim's Bookkeeper will take you through each of the purchase, sales and banking stages associated with your business.

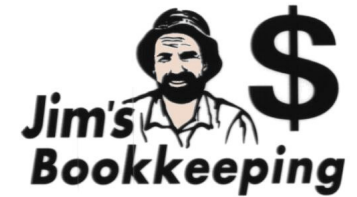
Business Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Yes/No	Registrations	Yes/No
<input type="checkbox"/>	Business Name Registration	<input type="checkbox"/>
<input type="checkbox"/>	ABN Registration	<input type="checkbox"/>
<input type="checkbox"/>	GST Registration (if required)	<input type="checkbox"/>
<input type="checkbox"/>	Banking	<input type="checkbox"/>
<input type="checkbox"/>	Bank Accounts Setup	<input type="checkbox"/>
<input type="checkbox"/>	Credit Cards Setup	<input type="checkbox"/>
<input type="checkbox"/>	Organise Bank Statement to EOM	<input type="checkbox"/>
<input type="checkbox"/>	Setup Internet Banking	<input type="checkbox"/>
<input type="checkbox"/>	Filing out Cheque Book	<input type="checkbox"/>
<input type="checkbox"/>	Documentation	<input type="checkbox"/>
<input type="checkbox"/>	Create Sales Invoice Template	<input type="checkbox"/>
<input type="checkbox"/>	Payroll	<input type="checkbox"/>
<input type="checkbox"/>	Employee Declarations and TFN's	<input type="checkbox"/>
<input type="checkbox"/>	Establish Pay Rates & Awards	<input type="checkbox"/>
<input type="checkbox"/>	Setup Sick Leave & Holiday Deductions	<input type="checkbox"/>
<input type="checkbox"/>	Accounting	<input type="checkbox"/>
<input type="checkbox"/>	Separation of Business and Private Expenses	<input type="checkbox"/>
<input type="checkbox"/>	Setup GST Tax Codes	<input type="checkbox"/>
<input type="checkbox"/>	Database	<input type="checkbox"/>
<input type="checkbox"/>	Enter Initial Client Details using Standards	<input type="checkbox"/>
<input type="checkbox"/>	Enter Initial Supplier Details using Standards	<input type="checkbox"/>
<input type="checkbox"/>	Transactions	<input type="checkbox"/>
<input type="checkbox"/>	Take Client through Purchase Cycle Process including Payment of Bills	<input type="checkbox"/>
<input type="checkbox"/>	Reports	<input type="checkbox"/>
<input type="checkbox"/>	Produce Monthly Reports and Create Folder for Client	<input type="checkbox"/>
<input type="checkbox"/>	Others	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

Signature \_\_\_\_\_ Date \_\_\_\_\_ Jim's Bookkeeper

131 546 www.jims.net

# Step #3



## **Correct Bookkeeping Procedures**

Jim's Bookkeepers have been trained to use the right processes in recording information about your business. This includes engagement letters and proper consultation with your accountant together with a bookkeeping code of conduct. Jim's Bookkeepers are assessed by the ICB to show they are competent bookkeepers.



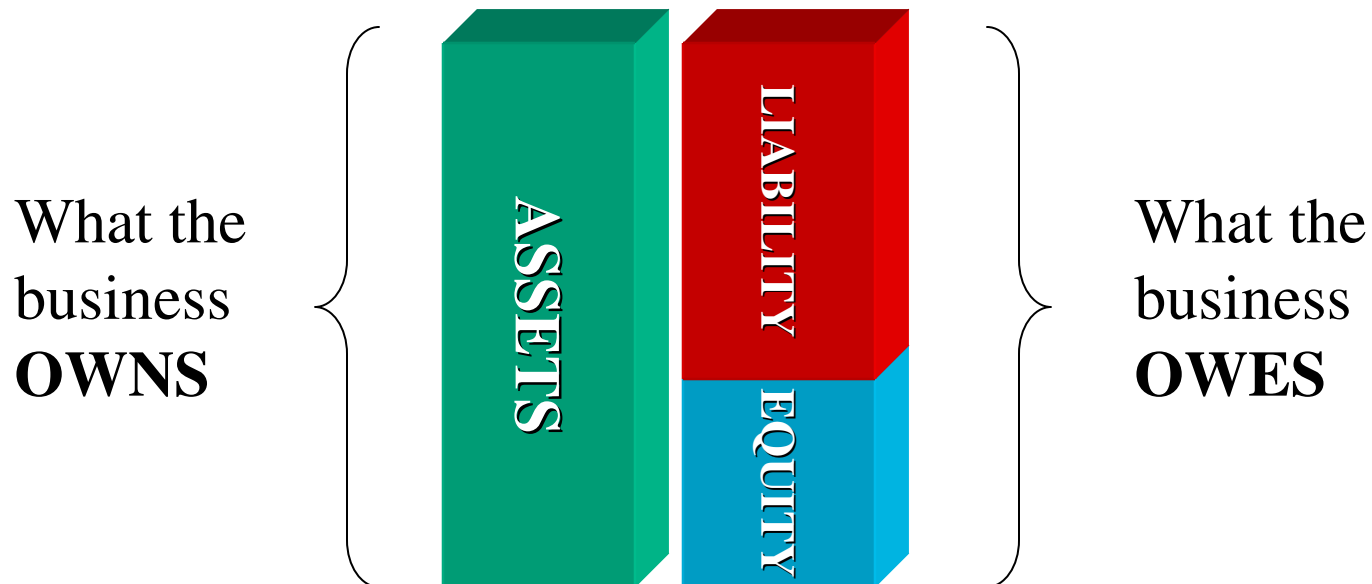
# Step #4



## Understanding where your Business is Now

Too much jargon (such as Debits and Credits) are used to explain what can be shown simply by saying “where did the money come from - and where did it go?” We sit down and explain the structure of the accounting system and how it works.

### The Balance Sheet

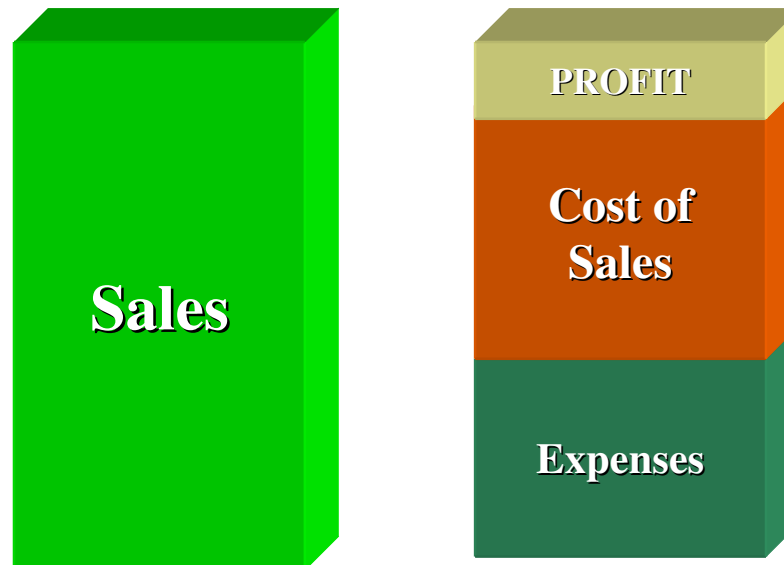


# Step #5



## Showing how your Business has performed

The “bottom line” profit can be improved by increasing sales or decreasing costs - or a combination of the above. It is also important that you understand the difference between Profit and Cash and can read a Profit and Loss statement..

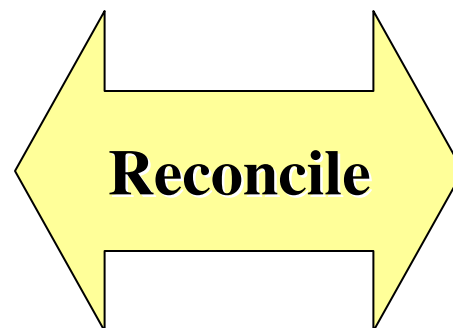


# Step #6



## Monthly Checkup

Each month we go through your bank statement and check to see that all monies have been banked and all cheques and payments cleared. This allows us to capture direct debits and credit card receipts that you may not have recorded elsewhere. It also provides an opportunity to check for duplicate transactions and to make sure the correct GST codes have been used.



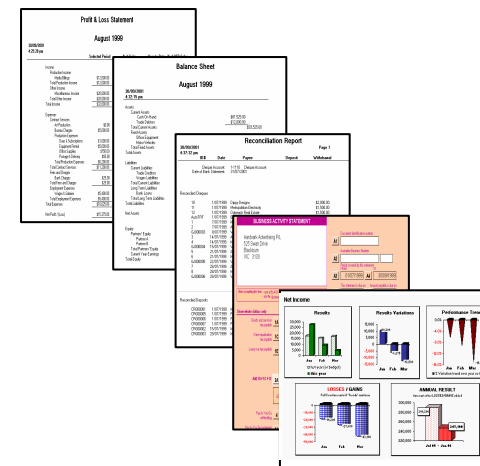
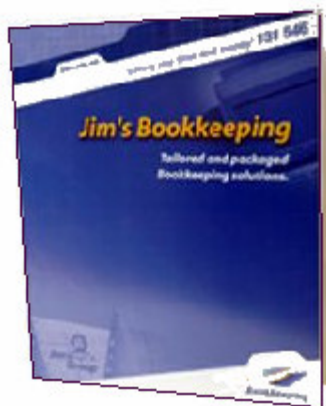


# Step #7



## Three Month Service and Checkup

The first three months of your business operations are important as this is when you establish correct procedures and classification of transactions so that monthly bank reconciliation's and quarterly BAS returns can be done. We provide a folder to keep important reports together.

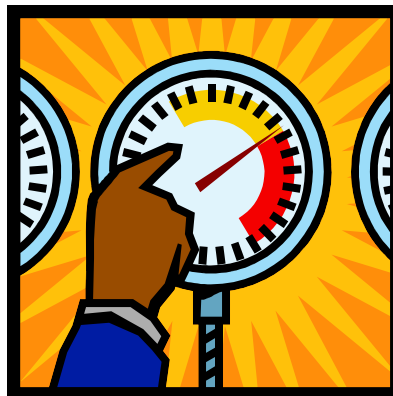


# Step #8

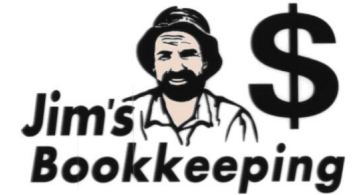


## **Ongoing Monitoring**

Key Performance indicators such as Debt Management, Cashflow/Liquidity, Profitability, Sales Conversions and Return on Investment need to be watched with reports showing past, present and future activities in key accounts. We strongly suggest you work with your accountant to use the information provided by Jim's Bookkeeping to better manage your business.



# Step #9



## Key Performance Indicators – Get the Picture

Using the Business Reporting Bureau we are able to produce simple to follow graphics of how your business is going together with real time benchmarks of your area, industry or Franchise.

